

**COMMONWEALTH OF VIRGINIA
WORKFORCE INVESTMENT ACT
VIRGINIA EMPLOYMENT COMMISSION**

FIELD GUIDANCE MEMORANDUM #03-02

TO: LOCAL WORKFORCE INVESTMENT BOARDS

FROM: WIA DIVISION

SUBJECT: PROVISION OF TRAINING TO SPECIAL POPULATIONS UNDER THE
WORKFORCE INVESTMENT ACT

DATE: MARCH 28, 2003

Section 663.430 of the Federal Register outlines the circumstances under which a Local Workforce Investment Board (LWIB) may provide training services without the use of Individual Training Accounts (ITAs). Part of this discussion regards the ability of LWIBs to provide training to special low-income participant populations facing multiple barriers to employment. The purpose of this memo is to provide clarity regarding this issue.

A LWIB might determine that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve special low-income participant populations that face multiple barriers to employment. Those special participant populations might be individuals with substantial cultural or lingual barriers, offenders, homeless individuals, or other locally defined populations. Should a LWIB opt to serve other locally defined populations, their local strategic plan must be modified, accordingly.

When serving any of the special participant populations, LWIBs must develop criteria to be used in determining "demonstrated effectiveness", particularly as it applies to the special participant population to be served. That criteria might include the financial stability of the organization, demonstrated program performance and how the program relates to the workforce investment needs identified in the local plan or demand plan.